

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: May 11, 2015
CC: All Departments



Town Administrator Search Public Input Forum, May 11th, 7 PM, Town Hall

Interim Town Administrator: This week involved spending time working on a personnel matter. Information was prepared and distributed via press releases and through the schools publicizing the Town Administrator Search seeking public input via an online survey, paper survey and public input forum scheduled for May 11. I attended a very informative Right-to-Know program held for Town officials by NHMA which was very beneficial to Town personnel and boards. Responses were made to citizens pertaining to various questions. Work continues on various human resource matters along with some analysis of Town benefits. I attended the monthly staff meeting at which information was provided to and received from the staff. Preparation took place for the upcoming public forum with a PowerPoint presentation. At this time it is anticipated that I will be in the office the week of May 11th on Monday afternoon, Wednesday and Thursday subject to change based on unexpected situations.

Administrative Liaison's Report: I worked with Hope and Interim TA Granfield to finalize the Selectmen's meeting agenda, and attended the NHMA Right to Know Training which was attended by nearly every volunteer board and administration. I completed and mailed a reminder flyer for the States Landing Green Up-Clean Up on May 30th, with a changed rain date of 6/13. I met with Chief Wetherbee who reported that he has posted in-house lateral position of Detective; he will review letters of intent on May 11th. Chief Wetherbee also reported that his senior staff has been testing "watch-guard" body cameras. The Chief reported that he will provide a report regarding the department's assessment of their use, and the trend forecast. I completed the Janitorial Cleaning Bid package for submission to BOS for 5/14, and a memo for BOS on Emergency Operation Plan update. I worked with staff to complete the historical research on Communication Technology warrant article for Selectmen Bartlett, also the tax deed sale, and the NHEC Herbicide notice web posting for residents. I also attended the Selectmen's meeting and held the monthly staff meeting, where Interim TA Granfield met with department heads to obtain input into the future TA (any department heads who missed the meeting are urged to send an email with comments to Ms. Granfield). I also worked on the Addendum's for the 4x4 wheel loader and Initial Attack fire truck, for Monday posting.

Agenda Items:

- V.2 Memo from Administrative Liaison, regarding the Town's Emergency Operations Plan update, request for a named BOS & Administration representative.
- V.3 No objections by Police & Fire (with standard provisions).
- V.4 The Assessor requests permission for him and Executive Assistant Fucarile to attend Vision training out of state (ME). Interim Travel Policy- Section 35 allows for New England travel with the permission of the Town Administrator. During this vacancy and an interim policy, I asked the Assessor to request the BOS permission.

- V.5 JLMC requests Town staff training on June 2nd from 2-4 p.m. All non-essential departments will close for the day at 2 p.m.
- V.6 The DPW Director has requested authorization to advertise for Facility Cleaning Services with a contract term of 3 years. Bids will be due on June 11th, with a pre-bid meeting on June 2nd.
- V.7 Surplus Equipment bid results to be reported and recommended as able.

Finance & Personnel:

Assessor: I signed the Intent to Cut Timber for maps 182-005 & 007. Last week I inspected all the campers located in Bear's Pine Woods Campground and Long Island Bridge Campground, for new owners as of April 1, 2015 and registered campers that are not taxable per RSA 72:7-d. Vision Government Solutions Project Manager Mike Tarello and I completed the inspections for the sales analysis portion of the 2015 Valuation Update. Changes were made in the system. We also completed changes due to subdivisions, boundary line adjustments and easements in the CAMA system, as well as all ownership changes. The assessing database has been sent to the Tax Collector's office for the spring tax bills.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The warm weather has the crew working on roads and Town properties. Ruel Sweeping has been utilized again this year for our spring road sweeping. This week's efforts have been focused on the east side of Town covering 41 roads as well as the parking at the Lions Club, Town Hall, PSB and Playground. Asphalt grindings has been added to and grading done on Bodge Hill Road as well as calcium spread on Randall Road to help with dust control. Delineator and sign maintenance continues on our roads and Pathway. The Christmas tree at Taylor property has been taken down and chipped up. Tree trimming and cutting on Ferry Road continued all week. The crew had the Kawasaki loader from a vendor here for operational testing. There was a great joint effort this week between our Highway and Ground's crews in getting our parks and properties ready for summer fun. The playground Baseball field has been dragged and re-groomed. A tree that had fallen down at the basketball court has been hauled up to the parking area where they have cut and chipped it for disposal. The Highway crew prepared a full grave burial at Shannon Cemetery that was scheduled for committal on Thursday May 6th. Last Friday docks were placed at Lees Mills and this week we will have placed the docks at Long Island Beach. The Lee's Mill lease docks should be installed by Wednesday 5/13, weather permitting. Agent Kinmond met with loader vendors, ordered highway markings supplies and seasonal delineators for the Pathway. Agent Kinmond followed up with DES regarding the oil incident at the WMF, and participated in the Engineering Screening Committee's interview of 4 engineering firms.

Facility & Grounds: The F&G crew received and placed the new tool storage container and have been finishing up the rough framing in preparations for sheetrock installation next week in the Highway department's upstairs remodel. Our grounds crew started out the week blowing parking lots in preparation for Ruel Sweeping and met on an irrigation issue at the soccer fields. At the cemeteries they have begun by raking stones out of grass and removing any plow damage on the dirt roadside as well as thatching, cutting and bagging. Leaves and limbs have been removed from the soccer field and thatching completed. Mowing and bagging was done on the baseball field as well as at the Lion's Club. And as always, routine building checks and recyclable collections were completed.

Waste Management Facility: The crew worked on turning compost and seasonal clean-up of the facility. Staff reported that the summer residents are returning and the facility is seeing more activity, along with an increase in disposal of leaves and brush. On Thursday Supervisor Scott Greenwood submitted his resignation with the Town. During the interim Facility Attendants Dennis King and Ken Filpula will be co-managers of the facility, to handle the day to day operations. The email address for the facility is wmf@moultonboroughnh.gov.

Moultonborough Police Department: The Moultonborough Police Department recorded 461 log entries, which included the following calls for service, 61 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 3 complaints, 1 MV Accident, 4 MV Complaints, 9 residential alarms, 1 commercial alarm and 1 K-9 complaints

Training: May7th, MPO Colin LeBlanc attended BSOG training.

Moultonborough Fire Department: Year to date there has been 239 calls for emergency service. For the period of 5/1/2015 to 05/7/2015 there were 16 calls for service: (8) Medical Emergencies, (1) Good Intent Call, (2) Brush Fires, (1) Wildland Fire, (1) Smoke Investigation, and (3) False Alarms. Moultonborough Fire Rescue assisted Canterbury on one mutual aid call and assisted Sandwich on one automatic aid call. Center Harbor assisted MFR on one automatic aid call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 19:30 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 19:30 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 19:30 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Note: Increased response times are due to mutual aid responses to Canterbury and Sandwich for multiple alarm brush fires.

Operations: During the week of 5/1/15 to 5/7/15 there was 1 request for information, 1 blasting notification, 1 AED Inspection and service at occupancy, and 1 written warning for a burning violation was issued. A Place of Assembly inspection, a fire and life safety code consultation, and an oil burner inspection were conducted. An Officer's meeting was held on 4/4/15.

Development Services:

Planning: Nothing to report this week:

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The MLB Pitch, Hit and Run will be held on Tuesday afternoon, May 12th, 5:30 p.m. at the Playground. This Saturday, May 16th, will be our Ribbon Cutting Ceremony for the new and improved (and drier) soccer field at the Moultonborough Recreation Area at Playground Drive. Our Mother-Son Mini Golf Scramble is scheduled for Friday May 29th at Paradise Falls. We'll hold the 3rd annual States Landing Clean-up-Green Up work party and presentation on Saturday May 30th

beginning at 9 a.m. with a rain date of June 13th. We are in the process of finalizing seasonal staff and planning staff training. Summer registrations are being accepted for all programs and are beginning to come in. Summer brochures have been sent through the Central School and are available in hard copy at the Recreation Department, Library and Town Hall and on line. Moultonborough Recreation is hosting the May meeting of the Carroll County Recreation Departments on Wednesday May 13th. Dan will be at an all-day NHRPA event on May 13th.

Important Dates to Remember

Town Administrator Search Public Input Forum, Town Hall, May 11, 2015, 7 PM

Selectmen's Meeting, May 14, 2015, 7 PM

Selectmen's Meeting, May 21, 2015, 7 PM

Selectmen's Work Session, May 28, 2015, 4 PM

States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon (Rain Date, 6/13)

Staff Meeting, June 4, 2015, 9 AM